

Beauty Culture Professional and Salon Renewal Form

Indiana License Renewal Application	Box #1 <u>Indicate License Number Here:</u>	Box #2 <u>Indicate Your Expiration Date Here</u>	Fee See Fee Information Below
	Box #3 <u>Indicate Your Name And Address Here</u>	Box #4 <u>Please Circle your answer to ALL the following questions: SINCE YOU LAST RENEWED YOUR LICENSE: (if yes to questions 1-3, please attach details of action taken)</u> 1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending? YES NO 2. Have you been denied a license, certificate, registration, or permit in any state? YES NO 3. Have you been convicted of or pled guilty to a violation of a federal or state law or are criminal charges pending? YES NO I hereby swear or affirm under the penalties of perjury that the information provided here is true and correct to the best of my knowledge.	
	Box #5 <u>Indicate Your Social Security Number Here</u>		
	<u>Email Address (optional)</u>	Box #6 <u>Signature of Applicant</u>	Box #7 <u>Date Signed</u>
Make Check Payable and Mail To: Indiana Professional Licensing Agency		Mailing Address: 402 W. Washington St. Room W072, Indianapolis, IN 46204	

- Instructions: (Use one form for each license you are renewing):
 - **BEAUTY CULTURE PROFESSIONAL LICENSE:** Complete Box #1 through #7 on the renewal form and return the entire form to the address above. Be sure to enclose your renewal fee. **PLEASE PRINT LEGIBLY, AS AN INABILITY TO READ YOUR RENEWAL FORM WILL CAUSE A DELAY IN THE RENEWAL OF YOUR LICENSE. ALL LATE RENEWALS WILL BE SUBJECT TO A \$50 LATE FEE.**
 - **SALON LICENSE:** Complete Box #1, 2, 3, 5, 6, & 7 on the renewal form and return the entire form to the address above. Be sure to enclose your renewal fee.
- Fees: Renewal fee **\$40** if renewing on time. Renewals must be postmarked by your expiration date to be considered timely. If renewing late, see the fee information below.
 - **BEAUTY CULTURE PROFESSIONALS AND SALONS RENEWING ONE (1) DAY TO THREE (3) YEARS PAST THE EXPIRATION DATE:** \$40 renewal fee and \$50 late for a total of **\$90**.
 - **BEAUTY CULTURE PROFESSIONALS RENEWING MORE THAN THREE (3) YEARS PAST THE EXPIRATION DATE:** \$40 renewal fee plus \$40 restoration fee for a total of **\$80**. Examination is required if renewing more than three (3) years past your expiration date. BEFORE SUBMITTING ANY FEES FOR LICENSE RESTORATION, please go to <http://www.in.gov/pla/2944.htm> to print the request for restoration of a cosmetology professional license form and for complete instructions on how to restore your cosmetology professional license.
 - **SALONS RENEWING MORE THAN THREE (3) YEARS PAST THE EXPIRATION DATE:** \$40 renewal fee and \$40 restoration fee for a total of **\$80**. Application will be considered by the board after an inspection of the salon is completed.
- Beauty Culture Professional: This term includes Cosmetologists, Manicurists, Estheticians, Electrologists, and Instructors.
- Name Change: When renewing by mail, please attach a copy of appropriate documentation (such as a copy of your marriage certificate, divorce decree, or social security card) to this form. If renewing online, submit your documentation to the address above. You might want to delay renewing online until your name has been updated so your license is correct.
- Duplicate Licenses: Duplicate licenses are only available online. If you lose your license or need a new one, log in (see Renew Online above) and select the "Duplicate License" option to order a replacement.
- License Verification: If you need to verify your license to another state or for other reasons, you can obtain a "Digital Certification" from our website. Go to www.pla.in.gov - select the License Express link.